

# Scheduling an Oral Exam

Step-by-step guides on how to schedule a test are found by clicking on the test you want to take (underlined text on items 1, 2). Make sure you read the [registration policies](#) before scheduling a test.

## [Schedule My Test Appointment](#)

1. Make sure you read and understand the registration policies. Once you're ready, click on [Schedule My Test Appointment](#).

2. Select your preferred location on the middle drop-down menu (left), and then select your language on the last drop-down menu (right). *Ignore the top drop-down menu that is utilized for scheduling written/translator exams.*

3. Scroll **up to** 3 months forward and look for dates **hyperlinked** in blue (like the 3-6<sup>th</sup>). *If you do not see anything hyperlinked within the next three months, you must wait until the first week of next month when a new schedule is published.*

### Test Registration

#### Select Written Test Location

Select Written Test Location

#### Select Oral Test Location

Any Oral Test Location  
Any Oral Test Location  
Olympia  
Yakima (No test in December & January)  
Spokane (9/30/14 - 10/2/14 only)  
Select Language

### Test Registration

#### Select Written Test Location

Select Written Test Location

#### Select Oral Test Location

Olympia

#### Select Language

Spanish (30 min) (\$45.00)  
Spanish (30 min) (\$45.00)  
Russian (30 min) (\$45.00)  
Vietnamese (30 min) (\$45.00)  
Mandarin-Chinese (30 min) (\$45.00)

### Test Registration

#### Select Written Test Location

Select Written Test Location

#### Select Oral Test Location

Olympia

#### Select Language

Spanish (30 min) (\$45.00)

#### Date

November 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Select Appointment Time

Monday, November 3, 2014

There are no staff members available on this date.

**Troubleshoot:** If you see this message, please select another date, as there are no proctors available in the location selected.

# Scheduling an Oral Exam

Select Appointment Time

Thursday, November 6, 2014

	Olympia1 (Oral Test)	Olympia2 (Oral Test)	Olympia3 (Oral Test)
8:30am			
8:45am			
9:00am			
9:15am			
9:30am			
9:45am			
10:00am			
10:15am			
10:30am			
10:45am			
11:00am			
11:15am			
11:30am			
11:45am			
12:00pm			
12:15pm			
12:30pm			

4. Choose a time and date that will work best for you.

*Remember that the grey slots are booked, but the white ones represent available times. Please click on the white slot closest to the grey areas.*

5. Make sure you have selected your desired location and time.

6. Enter the prompted information. Please follow the advice on each picture.

7. Click on *Continue* to make a payment.

Selected Appointment

**Location** Please see your test location below

**Staff Member** Olympia2 (Oral Test)

**Language** Spanish

**Date** Thursday, November 6, 2014

**Start Time** 8:30am

\* Last Name

\* First Name

\* Last 4 Digits of Soc Security #

\* Address

\* City

\* State

\* Zip Code

\* County

\* Best Phone (include area code)

Cell Phone (include area code)

\* E-mail (your e-mail address)

E-mail Okay (Recommended)  Yes  No

\* Your Language (select one)

\* Type of Test (select one)  **DO NOT leave as DSHS Employee! Choose between Medical or Social Service Interpreter**

\* Test Location (select one)

The location has to match the location at the top

Special Instructions

E-mail Confirmation and Reminders  
Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail)  
**Please include an email address here. If you do not, you will not receive a confirmation or reminders**

Please note that the Document Translator is NOT the same as the Written/Oral Interpreter exams. To ensure that you receive the right test, your appointment confirmation, and your test results, **it is your responsibility** to enter the following information accurately: mailing and email address, language, test location, and type of test. Please do not select DSHS Employee.